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*Personnel***AWARDS AND DECORATIONS****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides the means for tangible public recognition of acts of valor, achievement, or meritorious service rendered to the State of California and the United States.

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Incorporates new policy on award of the California Federal Service Ribbon.

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CHAPTER 1

INTRODUCTION

1.1. PURPOSE. The purpose of the Awards and Decorations Program is to provide the means for tangible public recognition of acts of valor, achievement or meritorious service rendered to the State of California and the United States.

1.2. SCOPE.

1.2.1. No preconditions for an award may be established such as, when airmen are informed in advance that attainment of specific goals will result in the automatic award of a given decoration. Military decorations will not be used as prizes in contests.

1.2.2. Except in cases where achievement or service is accomplished in purely State Active Duty (SAD) status preference in the selection of awards will be given to Federal decorations.

1.2.3. Requiring or limiting awards to a specific number per unit is not authorized.

1.2.4. No more than one decoration will be awarded for the same act, achievement, or period of service. However, a decoration may be awarded for an act of heroism performed within a period for which an award for meritorious service has been awarded.

1.2.5. Awards and Decorations will not be awarded based on availability. They will be awarded whether or not the medal is available at the time of presentation.

1.2.6. A commander may delegate disapproval authority for state decorations but not approval authority. Approval/disapproval authority for federal decorations may not be further delegated.

1.3. APPLICABILITY. This instruction applies to all units of the California Air National Guard.

1.4. DEFINITIONS. The following explanations are furnished for clarity and uniformity:

1.4.1. Above and Beyond the Call of Duty. Exercise of a voluntary course of action the omission of which would not justly subject the individual to censure for failure in the performance of duty. It usually includes the acceptance of existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage. In its highest degrees, it involves the voluntary acceptance of additional danger and risk of life.

1.4.2. Active Federal Military Service.

1.4.2.1. The term "Active Federal Military Service" means all periods of active duty, Active Guard Reserve (AGR) service and, except for service creditable for Armed Forces Reserve Medal, excludes periods of active duty for training (ADT) and active duty special work (ADSW). Service as a cadet at the United States Military Academies is considered to be active duty.

1.4.2.2. Persons on Active Federal Service under provision of Title 10, USC are authorized to accept but not wear State/Territory awards.

1.4.3. Award. Recognition given to individuals or units for certain acts or services, or badges, accolades, emblems, citations, commendations, streamers, and silver bands. Also an adjectival term used to identify administrative functions relating to recognition (e.g., awards boards, award recommendations, etc.). there are three categories of awards, namely: decorations, Good Conduct Medal and service medals/ribbons.

1.4.4. Citation. A citation is a brief narrative description, written in formal terms and read during the presentation of the award. It should be comprehensive but not wordy, and contain a statement explaining the act, achievement or service. When approved, the text becomes the citation to be typed on the certificate.

1.4.5. Constructive Attendance. The term "Constructive Attendance" is defined as duties performed in lieu of unit training assemblies and annual training or as authorized by competent authority.

1.4.6. Decoration. Distinctively designed mark of honor denoting heroism, meritorious service, or achievement. Service medals are not decorations.

1.4.7. Distinguished Himself/Herself. A person to have distinguished himself/herself must, by praiseworthy accomplishments, be set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine or customary behavior and accomplishment for individuals of like rank and experience for the circumstances involved.

1.4.8. Duty of Great Responsibility. Duty which, by virtue of the position held, carries the ultimate responsibility for the successful operation of a major command, activity, agency, installation or project. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the interests of the United States and/or the State of California.

1.4.9. Duty of Responsibility. Duty which, by virtue of the position held, carries a high degree of the responsibility for the successful operation of a major command, activity, agency, installation or project, or which requires the exercise of judgment and decision affecting plans, policies, operations or the lives and well-being of others.

1.4.10. Heroism. Specific acts of bravery or outstanding courage, or a closely related series of heroic acts performed within a short period of time.

1.4.11. Impact Award. An award which is authorized for presentation by the approving authority without Board action.

1.4.12. Key Individual. A person who is occupying a position that is indispensable to an organization, activity or project.

1.4.13. Medal. A term used in either of two ways--

1.4.13.1. To include the three categories of awards, namely: decorations, Good Conduct Medal, and service medals; or

1.4.13.2. To refer to the distinctive physical device of medal and ribbon which constitutes the tangible evidence of an award.

1.4.14. Meritorious Achievement. An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, speed of accomplishment of an important task can be a factor in determining the value of an act.

1.4.15. Meritorious Service. Service which is distinguished by a succession of outstanding acts of achievement over a sustained period of time.

1.4.16. National Guard. The term "California National Guard" as used herein refers to both the California Army and Air National Guard, State Military Reserve, and the Naval Militia.

1.4.17. Next-of-Kin (NOK). The individual related to the deceased service member, whose relationship occurs first in the following order of precedence: spouse, son, daughter, father, mother, brother, sister, grandfather, and grandmother. In the event an individual who has distinguished himself/herself dies before the granting of an award to which entitled, a posthumous award may be made to the Next-of-Kin.

1.4.18. Officer. Except where expressly indicated otherwise, the word "officer" means commissioned or warrant officers".

1.4.19. Permanent Wear. Permanent wear of a unit citation is authorized an individual who was assigned to and present for duty with the unit at any time during the period cited or who was attached by competent orders to and present for duty with the unit during the entire period or for at least 30 consecutive days of the period cited.

1.4.20. Precedence. The ranking of awards in order of importance. See Attachment 1.

1.4.21. Temporary Wear. Individuals who were not assigned during the period cited but were subsequently assigned to a unit recognized by a unit award may wear the award only for the duration of his or her assignment. ANG personnel are not eligible for temporary wear.

CHAPTER 2

ADMINISTRATIVE PROCEDURES

2.1. RECOMMENDATIONS. It is the responsibility of any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration to submit a recommendation for consideration. Recommendations for subsequent awards will be prepared and submitted in the same manner as the recommendation for the initial award.

2.2. TIME LIMITATIONS. No military decoration will be awarded more than three years after the act or period of service being honored. Each recommendation for an award must be formally entered into military channels within two years of the act, achievement or service.

2.3. PREPARATION OF DECORATIONS.

2.3.1. Recommendations for decorations will be reviewed and personally signed by an individual's commander prior to submitting to next higher headquarters. A recommendation not signed by the unit commander will have a Memorandum of Transmittal signed by the commander forwarding the form which states his/her reasons for not signing. A separate recommendation, including citation will be submitted for each proposed award of a decoration and only one proposed awardee may be named in a single recommendation. Recommendations for subsequent awards will be prepared and submitted in the same manner as the recommendation for the initial award. Because of the brevity requirement on submission of citations, a single spaced typed enclosure not to exceed one page stating specifics and quantifiable evidence of the duties/acts performed may be attached in order for the Board to properly evaluate the recommendation.

2.3.2. All federal decoration recommendations for ANG members who are not serving on extended active duty will be transmitted through ANG channels to the level authorized to approve the award IAW AFR 900-48. Recommendations should be reviewed by the individual's commander and personally signed either on the AF Form 642 (Air Force Achievement Medal or Air Force Commendation Medal Justification), Narrative, or the Letter of Transmittal forwarding the recommendation through command channels. Recommendations for Distinguished Service Medal (DSM) and Legion of Merit (LOM) will be reviewed and signed by each commander in the chain of command.

2.3.3. Recommendations for the Medal of Valor through the California Commendation Medal will be prepared IAW Attachment 2. A minimum of three bullet statements will be prepared when using the CNG Form 672-14. A recommended citation will be included on the CNG Form 672-14. The DA Form 638 will no longer be used for state decorations. Nominations for the Medal of Valor and the Military Cross require signed eyewitness statements of a individual who observed the incident.

2.3.3.1. Recommendations for award of federal decorations to non-extended active duty ANG personnel will not be given final review and decision without comments from an ANG Awards Board.

2.3.3.2. The gaining commander (who exercises award authority) may award appropriate decorations to members of ANG units under their jurisdiction.

2.4. INTERIM AWARDS. Interim awards are not authorized for members of the California Air National Guard.

2.5. POSTHUMOUS AWARDS. Decorations may be awarded to deceased members of the California National Guard for heroism, meritorious achievement, or contributions made to or for the National Guard prior to their death.

2.6. AWARDS BOARD. The purpose of the awards board is to review all recommendations for federal decorations at the level at which approval/awarding take place. Commanders at their discretion may include state decorations, (for which they award), for board consideration. However, a board is not required for decorations below the Order of California. The guidance below is to assist in the establishment of an Awards Board.

2.6.1. Major organizations commanded by a Colonel or higher; or major organizations with a principal deputy in the grade of Colonel or higher will appoint a Board of Officers, not less than three in number, to be known as the Awards and Decorations Board. Commanders may, at their discretion, add Senior Noncommissioned Officers to the Board. These Boards will meet at the call of the President to review recommendations for decorations received from within their command. The recorder of the Board will maintain a permanent file of Board proceedings. Boards are required at the approval authority level.

2.6.2. Commanders may wish to have a board review and consider worthiness of award recommendations before endorsing to higher headquarters. In these cases the commander will make a recommendation and may disapprove or downgrade the recommended award for the next higher award that he/she may approve.

2.7. AWARDS CONTROL LOG. An Awards Control Log or a similar means of tracking award status will be maintained to track all pending Federal and State decorations.

2.8. ANNOUNCEMENT OF AWARDS.

2.8.1. Announcement of award will be made by the approving authority. Preparation of appropriate certificates will be accomplished by the headquarters announcing the award.

2.8.2. Special order series "G" will be used for announcement of Federal Decorations. Special order series "P" will be used for announcement of state awards that require orders.

2.9. CERTIFICATES. A certificate will be presented with each award of an authorized military decoration. In no case will a commander issue a certificate other than on the standard Air Force or CAL NG Form appropriate to the decoration.

2.10. PRESENTATION OF AWARDS.

2.10.1 Awards will be presented in an appropriate ceremony, befitting the decoration, to receive the most recognition possible for acts of achievement or periods of service. Recognition before one's own peers is essential to good morale. To ensure proper recognition many state awards must be presented by specific individuals. The following guidelines for presenting awards will be followed.

2.10.1.1. All federal decorations will be presented by the wing/group commander.

2.10.1.2. The Medal of Valor will be presented by the Governor or designated representative.

2.10.1.3. The Military Cross will be presented by the Governor or The Adjutant General.

2.10.1.4. The Order of California will be presented by The Adjutant General or designated representative.

2.10.1.5. The Medal of Merit and The California Commendation Medal will be presented by the wing/group commander.

2.10.2. Presentations will be made in a timely manner, at a proper ceremony, insuring maximum recognition for the recipient and be presented by a commissioned officer. The presenting officer will be at least the same grade as the person to whom the award is presented. For ceremonial purposes when presenting succeeding awards, a medal should be used for the pinning but retrieved and replaced by the proper device later.

2.11. RECORDING OF AWARDS. The recording of awards will be accomplished by the respective personnel officer. Abbreviations for state awards are contained in the appropriate chapter.

2.12. SUCCEEDING AWARDS. Not more than one of the same decoration will be awarded to one person. For each succeeding act or period of service that justifies the award of such decoration a device will be awarded, except awards presented to foreigners and posthumous awards presented to next-of-kin.

2.13. WEARING OF AWARDS.

2.13.1. United States and foreign decorations, awards and unit citations will be worn as prescribed in AFI 36-2903.

2.13.2. State decorations, awards, medals, and badges are authorized as part of the prescribed uniform of the National Guard when not in the service of the United States. AGR personnel are authorized to wear State awards. State decorations, awards, medals and badges will be worn to the wearer's left of and/or below all decorations awarded by the United States Government or by a foreign government (See Attachment 1).

2.13.3. CA ANGVA 900-1, California Symbols of Service, has been developed to assist California Air National Guard Members in wearing their state awards in the proper precedence. This visual aid will be posted in prominent locations throughout the organizations of the California Air National Guard.

2.13.4. Awards presented to California National Guard members by the National Guard of other States or Territories may be worn. They will be worn subordinate to decorations awarded by the State of California. Evidence of these awards must be provided to the unit personnel officer and posted to appropriate personnel records. (ANG will post permanent orders in the individual's personnel record.)

2.13.5. Miniatures of the California decorations and medals may be worn as prescribed for miniatures of decorations awarded by the United States Government (Miniatures are not presented or sold by the State of California but may be purchased from retail vendors).

2.14. SUPPLY STOCK. An initial supply of Federal medals, ribbons, certificates and vinyl covers are ordered through normal supply channels with resupply as necessary. State medals, certificates and/or ribbons may be requisitioned by those commands authorized to award the decoration by memorandum through command channels ATTN: HQ CA ANG/DP. In the interest of supply economy, stock levels should not exceed a 90 day supply.

2.15. REPLACEMENT OF AWARDS.

2.15.1. Individuals may request replacement of Federal medals and appurtenances IAW AFI 36-2803.

2.15.2. This headquarters provides an initial issue of ribbons or appurtenances for State Decorations and awards. Replacements are the responsibility of the member and may be obtained from commercial vendors.

2.16. AWARDS BY SCREENING. All ANG personnel records are computerized. When the member becomes eligible, the organization/unit will receive proper notification and the presentation will be made IAW AFI 36-2803 and this instruction.

CHAPTER 3

FEDERAL AWARDS AND DECORATIONS

3.1. DECORATIONS. All Federal Decorations will be meet the requirements in AFI 36-2803 and ANGR 900-48.

3.2. APPROVAL AUTHORITY. Federal Award recommendations will be processed and approved/disapproved at the appropriate level in accordance with AFI 36-2803 and ANGR 900-48. Approval authority for the Air Force Meritorious Service Medal, Commendation Medal and Achievement Medal has been delegated to wing/group commanders in the grade of Colonel or higher for members in their units.

3.3. RESPONSIBILITIES. This headquarters will coordinate all requests for award of the Legion of Merit (LOM) and higher decorations. HQ CA ANG will process recommendations for the Air Force Meritorious Service Medal (AFMSM), Air Force Commendation Medal (AFCM) and Air Force Achievement Medal (AFAM) if the wing/group commanders or their principal deputies do not meet the requirements to be an approval authority. All efforts must be made to ensure that decorations do not lose their value. Consistent application of the criteria in AFI 36-2803 will serve the best interests of fairness and propriety.

3.4. PROCESSING PROCEDURES. All Federal Decorations will be processed IAW AFI 36-2803, ANGR 900-48, and this instruction. Commanders with approval authority may establish additional local procedures as long as they do not conflict with AFI 36-2803, ANGR 900-48, or this instruction.

3.5. DISTRIBUTION OF APPROVED DECORATIONS. Units that approve federal decorations must distribute copies of the approved decoration. Send one stapled set of the citation and special order to HQ ARPC/DSMP, 6760 E. Irvington Place, Denver, CO 80280-4450. Forward two stapled sets of the citation and special order for officers and one stapled set for enlisted members to HQ CA ANG. One stapled set to the servicing Military Personnel Flight (MPF) for computer update and filing. Organizations will retain a case file consisting of recommendations, decisions, awards, announcements, board meeting minutes, and related documents for U.S. military decorations at the award approving authority. This case file will be retained for 25 years (IAW AFMAN 37-139).

3.6. DISTRIBUTION OF DISAPPROVED DECORATIONS. Units that disapprove federal decorations must distribute copies of the document announcing the decision, and a copy of the proposed citation stamped "DISAPPROVED" and signed by the Awards and Decorations Monitor. Send one stapled set to HQ ARPC/DSMP, at the address in paragraph 3-5 above, and one stapled set to HQ CA ANG. Organizations will retain a case file consisting of recommendations, decisions, awards, announcements, board meeting minutes, and related documents for U.S. military decorations at the award disapproving authority. This case file will be retained for 35 years (IAW AFMAN 37-139).

CHAPTER 4

CALIFORNIA DECORATIONS

4.1. MEDAL OF VALOR (CAMV).

4.1.1. A Medal of Valor may be presented to each person, who while a member of the California National Guard, distinguished himself/herself by courageous conduct at the risk of life, above and beyond the call of duty. The act need not have occurred while in the service of the State or of the United States.

4.1.2. No award of the Medal of Valor shall be made except upon clear and incontestable proof of at least one eyewitness or person having personal knowledge of the act or deed.

4.1.3. A Medal of Valor may be presented to each person who has been awarded the Medal of Honor. Proof by affidavit or otherwise of the act or deed shall not be required in those cases.

4.1.4. Request for the award of the Medal of Valor will include supporting documents described in Attachment 2. Sixty days are required to process this award.

4.1.5. A bronze cross 1 1/4 inches in height and 1 1/4 inches in width with the words "FOR VALOR" on the transverse bar, the arcs filled with redwood branches, all encircled with a 1/8 inch blue enameled band superimposed on a bronze finish eight-pointed star surrounded with rays suspended by a ring from a moired silk neckband, 27 inches in length and 1 3/8 inches in width, composed of stripes of blue (5/32 inch), golden yellow (5/32 inch), blue (1/16 inch), red (5/8 inch), blue (1/16 inch), golden yellow (5/32 inch), and blue (5/32 inch). A certificate (CAL NG Form 672-2) accompanies the award.

4.1.6. A bronze oak leaf cluster is awarded for each subsequent award.

4.1.7. The Adjutant General is the approval authority for the Medal of Valor. This headquarters will publish permanent orders to qualified individuals. The Medal of Valor will be presented by the Governor or designated representative.

4.2. MILITARY CROSS (CAMC).

4.2.1. A Military Cross may be presented to each person, who as a member of the California National Guard, distinguishes himself/herself by heroism. The act need not have occurred while in the service of the State or of the United States.

4.2.2. No award of the Military Cross shall be made except upon clear and incontestable proof of at least one eyewitness or person having personal knowledge act or deed.

4.2.3. Request for the award of the Military Cross will include the supporting documents described in Attachment 2. Sixty days are required to process this award.

4.2.4. A bronze Maltese Cross with a California Poppy in bas-relief between each limb of the cross, and a twist on the top vertical limb of the cross with a rising sun environment with rays suspended by a rectangular metal loop to a moired silk ribbon 2 inches in length and 1 3/8 inches in width, composed of stripes of green (1/4 inch), red (1/16 inch), blue (1/4 inch), golden yellow (1/4 inch), blue (1/4 inch), red (1/16 inch) and green (1/4 inch). A certificate (CAL NG Form 672-3) accompanies the award.

4.2.5. A bronze oak leaf cluster is worn to denote each subsequent award.

4.2.6. The Adjutant General is the approval authority for the Military Cross. This headquarters will publish permanent orders announcing individuals. The Governor or The Adjutant General will present this award.

4.3. ORDER OF CALIFORNIA (CAOC).

4.3.1. The Order of California may be presented to each member of the California National Guard, who has distinguished himself/herself by exceptionally meritorious conduct in the performance of outstanding service to the State or the United States in a position of great responsibility. The performance of duty must have been such as to merit recognition of service rendered in a clearly exceptional manner within the scope of a special requirement or of an extremely difficult duty performed in a clearly outstanding manner. Performance of duties normal to the grade and branch, specialty or assignment, and experience of an individual is not an adequate basis for

this decoration, except that justification of the award may accrue by virtue of outstanding meritorious service in a succession of important positions.

4.3.2. The term "Key Individuals" applies to a narrow range of positions and requires evidence of significant achievement. Such service should be in the scope of a special requirement or of an extremely difficult duty performed in a clearly outstanding manner.

4.3.3. The accomplishment of the duty or period of service for which the decoration is recommended should have been completed prior to submitting a recommendation. Except when the person being recommended is being transferred or will retire. Recommendations for the Order of California will be completed on a CNG Form 672-14 and will contain supporting documents applicable in Attachment 2.

4.3.4. The Order of California may also be awarded to civilians, and members of other military services who distinguish themselves as indicated in this paragraph. Sixty days are required to process this award.

4.3.5. A gold disk 2 inches in diameter with the Seal of California encircled on the front with the words "The Great Seal of the State of California" and on the reverse the words "Order of California Distinguished Service" suspended by a ring from a moired silk neckband, 27 inches in length and composed of two 1/4 inch stripes of light yellow on either side with a wider 1 inch light blue stripe in the middle. A certificate (CAL NG Form 672-4) accompanies the award.

4.3.6.. Recipients of the Order of California, prior to 1 October 1986, are authorized the new medal and ribbon upon submission of written request to this headquarters, ATTN: HQ CA ANG/DP.

4.3.7. Only one ribbon is awarded. A bronze oak leaf cluster is worn on the ribbon to denote each subsequent award.

4.3.8. The Adjutant General is the approval authority for the Order of California. This headquarters will publish permanent orders for qualified members. The Adjutant General or designated representative will present this award.

4.4. MEDAL OF MERIT (CMM).

4.4.1. A Medal of Merit may be presented to each member of the California National Guard, who distinguishes himself/herself by exceptionally meritorious service to the State or the United States in a duty of great responsibility or to any person who, by unselfish and untiring activities in connection with the California National Guard, has rendered a distinct service in furthering the interests of and in promoting the security and welfare of the State.

4.4.2. The Medal of Merit may also be awarded to civilians and members of other military services who distinguish themselves as indicated in this paragraph. Recommendations for the Medal of Merit will be completed on a CNG Form 672-14 and will contain supporting documents applicable in Attachment 2.

4.4.3. A cross of bronze 1 1/4 inches in height and 1 1/4 inches in width with words "FOR MERIT" on the transverse bar, backed by a wreath of redwood branches suspended from a moired silk ribbon 1 3/4 inches in length and 1 3/4 inches in width composed of stripes of red (3/16 inch), golden yellow (1/8 inch), blue (9/32 inch), golden yellow (3/16 inch), blue (9/32 inch), golden yellow (1/8 inch) and red (3/16 inch). A certificate (CAL NG Form 672-5) accompanies the award.

4.4.4. A bronze oak leaf cluster is worn on the ribbon to denote each subsequent award. This headquarters will publish permanent orders for qualified members. Sixty days are required to process this award.

4.4.5. The approval authority for the Medal of Merit is the Commander of the California Air National Guard or the Deputy Adjutant General - Air. A Field Grade Officer will present this award at a minimum.

4.5. CALIFORNIA COMMENDATION MEDAL (CACM).

4.5.1. A California Commendation Medal (formerly the Commendation Ribbon with Pendant) may be presented to each member of the California National Guard, who distinguishes himself/herself while serving in any capacity by meritorious service or achievement. This meritorious service or achievement is less exceptional than that required for the Medal of Merit but shall be accomplished with distinction.

4.5.2. The California Commendation Medal may also be awarded to civilians and members of other military services who distinguish themselves as indicated in this paragraph. Recommendations for the California Commendation Medal will be completed on a CNG Form 672-14 and will contain supporting documents in applicable in Attachment 2.

4.5.3. The performance must have been such as to merit recognition for service which was clearly exceptional. Superior performance of normal duties will not alone justify an award of this decoration.

4.5.4. A gold color octagonal medal depicting the mountains, forests, valleys, deserts, and grasslands of California, surrounded by the words "BRING ME MEN TO MATCH MY MOUNTAINS", suspended from a moired silk

ribbon 1 3/4 inches in length and 1 3/8 inches in width composed of stripes of silver gray (1/2 inch). A certificate (CAL NG Form 672-6) accompanies the award.

4.5.5. Only one ribbon is awarded. A bronze oak leaf cluster is worn to denote each subsequent award. Sixty days are usually required to process this award.

4.5.6.. The wing/group commanders are the approval authority for the California Commendation Medal. Units will publish permanent orders for qualified individuals. A field grade officer will present this award at a minimum.

CHAPTER 5

CALIFORNIA INDIVIDUAL AWARDS

5.1. CALIFORNIA GOOD CONDUCT MEDAL (CAGCM).

5.1.1. Also referred to as the California Good Conduct Ribbon (CAGCR). A Good Conduct Medal may be awarded to each enlisted member of the California National Guard who has demonstrated fidelity through faithful and exact performance of duty, efficiency through capacity to produce desired results, and whose behavior is such as to deserve emulation. There is no right or entitlement to the award until the immediate commander has approved the award.

5.1.2. To qualify for the Good Conduct Medal, an enlisted person must complete a minimum of three years service commencing on or after 19 April 1952. The individual must meet the following criteria:

5.1.2.1. If applicable all character and efficiency ratings, including those pertinent to attendance at service schools, must have been recorded as "Excellent" or higher.

5.1.2.2. There must have been no conviction by courts-martial or civil courts during the three years service creditable towards this award.

5.1.2.3. During the three years service, the enlisted person must attend 95% of all ordered drills and other assemblies and one annual training period during his/her anniversary year. Participation in the Basic Training Program is considered as constructive attendance toward meeting the requirements for the award. This also applies to enlisted members excused from attendance at Annual Training because of anticipated entry into Basic Training. Attendance at a service school for 15 days or more during an anniversary year may be submitted for 15 days Annual Training during the same anniversary year.

5.1.2.4. Any three anniversary years, not necessarily consecutive, provided such service was performed within a period of five consecutive years, subsequent to 1 January 1951, will be credited toward the award of the Good Conduct Medal.

5.1.3. An enlisted member who was inducted into Federal service as a member of a California National Guard unit, after 19 April 1952, completes not less than 12 months honorable service in the Armed Forces of the United States while the United States is engaged in war, as defined in Section 18 of the Military and Veterans Code, State of California, may be credited with one year of the three years required.

5.1.4. An enlisted member of the California National Guard who, after 19 April 1952, is discharged from enlisted status for immediate entry in the National Guard in an officer status may be awarded the Good Conduct Medal providing such member completes a minimum of 18 months qualifying service in the California National Guard prior to his/her discharge from enlisted status.

5.1.5. This award is automatically maintained in the personnel system. Commanders will be presented a list of eligible members and will review this list to insure that the above criteria has been met. The commander will indorse this list with approval or disapproval. Members will be awarded the CAGCM when notification from MPF is received.

5.1.6. A gold disk 1 1/4 inches in diameter with the Seal of the State of California encircled with the words "CALIFORNIA NATIONAL GUARD" suspended from a moired silk ribbon 1 3/4 inches in length and 1 3/8 inches in width composed of stripes of blue (3/32 inch), golden yellow (3/32 inch), blue (3/32 inch), golden yellow (3/32 inch), blue (3/32 inch), golden yellow (7/16 inch), blue (3/32 inch), golden yellow (3/32 inch), blue (3/32 inch), golden yellow (3/32 inch), blue (3/32 inch). A certificate (CAL NG Form 672-9-A) accompanies the first award.

5.1.7. The Good Conduct Medal Certificate (CA NG Form 672-9-A) will be presented to enlisted personnel only on the following occasions: (1) concurrent with the First Award of the CAGCM; (2) concurrent with retirement. When

presented at retirement, the CA NG Form 672-9-A will reflect the total number of CAGCM's earned by the individual during his/her career in the CAL NG. The total number of awards will be centered immediately beneath

the line "The Good Conduct Medal" i.e., "6th Award". The CA NG Form 672-9-A will not be presented for second or subsequent awards of the CAGCM except as provided in this paragraph.

5.1.8. The first award is the basic ribbon. Diamond shaped devices will be awarded to denote subsequent awards. Diamond devices will be worn centered on the suspension ribbon or ribbon bar and will be placed with the long axis vertical as follows:

DEVICES	AWARD	MINIMUM YEARS OF SERVICE REQUIRED
Ribbon	First	3
One bronze	Second	6
Two bronze	Third	9
Three bronze	Fourth	12
One silver	Fifth	15
One silver & one bronze	Sixth	18
One silver & two bronze	Seventh	21
One gold	Eighth	24
One gold & one bronze	Ninth	27
One gold & two bronze	Tenth	30
One gold & one silver	Eleventh	33
One gold & two silver	Twelfth	36
Two Gold	Thirteenth	39

5.1.8. Wing/group commanders are the approval authority for the California Good Conduct Medal. Units may publish permanent orders for qualified individuals. Company grade officers may present this award at a minimum.

5.2. CALIFORNIA SERVICE MEDAL (CACSM).

5.2.1. The California Service Medal will be awarded for ten years service in the California National Guard; Naval Militia; State Militia; California State Militia (CSM); California State Guard (CSG); California Defense and Security Corps (CD & SC); California National Guard Reserve (CNGR); State Military Reserve (SMR) or for ten years combined service in any of the above California organizations and for each period of five years thereafter.

5.2.2. Service in any of the following categories is not creditable for purposes of awarding the California Service Medal:

5.2.2.1. Inactive National Guard.

5.2.2.2. Reserve or Retired Lists (CA ANG).

5.2.2.3. Reserve or Retired Lists (SMR).

5.2.2.4. Category III or similar category (SMR).

5.2.2.5. While on Active Duty with the Armed Forces of the United States.

5.2.3. A bronze disk, 1 1/4 inches in diameter with a California grizzly bear standing on a grassy field in front of a rising sun surrounded with rays; below the grassy field are the words "FOR SERVICE", suspended from a moired silk ribbon 1 3/4 inches in length and 1 3/8 inches in width composed of stripes of blue (1/4 inch), golden yellow (1/8 inch), blue (3/16 inch), golden yellow (1/4 inch), blue 3-16 inch), golden yellow (1/8 inch) and blue (1/4 inch).

5.2.4. A Certificate (CAL NG Form 672-7) accompanies the first award (10 years) and at the time of retirement. The CAL NG Form 672-7 will reflect the total number of eligible years, i.e., 15, 25, or 30 at the time of retirement.

5.2.5. The first award is the basic medal. Redwood cluster devices will be awarded to denote subsequent awards. The redwood cluster is worn centered one-half of the distance between the top suspension ribbon and medal with the stem to the wearers right. When two clusters are worn, the gold cluster is worn to the wearers right of the silver or bronze cluster.

DEVICES	AWARD	PERIOD OF SERVICE
Basic medal or ribbon	First	10 Years

Bronze redwood cluster	Second	15 Years
Silver redwood cluster	Third	20 Years
Gold redwood cluster	Fourth	25 Years
Gold & bronze redwood cluster	Fifth	30 Years
Gold & silver redwood cluster	Sixth	35 Years
Two gold redwood clusters	Seventh	40 Years & Over

5.2.6. Wing/group commanders may approve this medal after screening the individuals records. Permanent orders are not required for this award. Company Grade Officers may present this award.

5.3. ENLISTED TRAINERS EXCELLENCE RIBBON (CAETR)

5.3.1. Awarded to those enlisted trainers who have demonstrably met the training objectives as stated in their unit training programs, or who have excelled in the preparation, conduct and evaluation of training. Nominees may include those who have completed isolated or specific training projects with noteworthy effectiveness, exceptionally positive results, or dramatic success; or those who have, over an extended period, achieved consistently favorable results, (i.e., Airman who, over an extended period, develops consistent excellence in the training of his/her fellow Airmen). Narrative should contain specific examples including unit objectives sought and results obtained.

5.3.2. A 1 1/2 inch ribbon, predominately green band with stripes of white. White (1/8 inch), green (1/8 inch), white (1/16 inch), green (3/4 inch), white (1/16 inch), green (1/8 inch and white (1/8 inch).

5.3.3. The first award is the basic ribbon. A bronze oak leaf cluster is worn on the ribbon to denote each subsequent award.

5.3.4. The wing/group commanders are the approval authority for this award. Units may publish permanent orders for qualified individuals. Company Grade Officers may present this award.

5.4. ENLISTED EXCELLENCE RIBBON (CAEER).

5.4.1. This award may be earned during each training year by any guardmember who demonstrates exemplary performance of his/her assigned duties, furthers the objectives of the California National Guard, performs effectively during AT, has a 95% attendance record during IDT, has fulfilled career knowledge training requirements, is qualified with their assigned weapon, has demonstrated physical fitness by completing the Annual Physical Fitness Test and whose appearance meets the established standard of the California National Guard.

5.4.2. A moired silk ribbon composed of equal 1/2 inch bands; green, white, green.

5.4.3. The first award is the basic ribbon. A silver star will be awarded for each of the second, third, and fourth award. A gold star will be awarded to replace each of the second, third, and fourth awards. Devices previously awarded may continue to be worn, i.e. propellers.

5.4.4. The wing/group commanders are the approval authority for the Enlisted Excellence Ribbon. Units may publish permanent orders awarding this ribbon to qualified individuals. Company Grade Officers may present this award.

5.5. CALIFORNIA RECRUITING ACHIEVEMENT RIBBON (CAREAR).

5.5.1. This award is issued to provide recognition for those members of the California National Guard who have excelled in the field of recruiting.

5.5.2. In order to qualify, full-time recruiters must secure ten enlistees within any one month period. All other National Guard members must secure three enlistment's within a twelve month period or have contributed significantly to the overall success of the completion of recruiting goals as set forth by The Adjutant General. Certification of the enlistees by a full-time recruiter must accompany recommendations for the award and a list indicating the names and dates of those enlisted is required. Proponent for this award is HQ ANG/DS. Nominations for this award will be forwarded to this headquarters, ATTN: DS, for final approval.

5.5.3. A moired silk ribbon bar predominately golden yellow, 1/8 inch bands of green, red, white, blue and green stripes centered.

5.5.4. The first award is the basic ribbon. Subsequent awards are designated by bronze stars for each additional ten enlistment's with fifty enlistment's denoted by a silver star; each ten enlistment's above fifty is denoted with an additional silver star. Five silver stars equals one gold star. Each subsequent gold star may be awarded for each additional fifty enlistment's above 100, i.e., 150, 200, 250, 300. Stars will be centered with point up.

5.5.5. Wing/group commanders may approve, award, and publish permanent orders for the California Recruiting Achievement Ribbon upon receipt of an authorization/approval letter from HQ CA ANG/DS. Field grade officers may present this award.

5.6. CALIFORNIA NATIONAL GUARD FEDERAL SERVICE RIBBON (CAFSR).

5.6.1. A Federal Service Ribbon may be awarded by the Adjutant General to:

5.6.1.1. Each person inducted into Federal service as a member of a California National Guard unit subsequent to 15 September 1940, and who completes not less than a total of 12 months of honorable service in the Armed Forces of the United States between 15 September 1940 and 16 September 1945.

5.6.1.2. Each person inducted into Federal service as a member of a California National Guard unit subsequent to 1 August 1950, and who completed not less than 12 months of honorable service in the Armed Forces of the United States between 1 August 1950 and 27 July 1954.

5.6.1.3. Each person inducted into Federal service as a member of a California National Guard unit on or after 1 October 1961, and who completed not less than a total of three months of honorable service in the Armed Forces of the United States between 1 October 1961 and 31 August 1962.

5.6.1.4. Each person inducted into Federal service as a member of a California National Guard unit subsequent to 3 July 1965 and who completed not less than six months of honorable service in the Armed Forces of the United States between 3 July 1965 and 28 March 1973.

5.6.1.5. Each person called or ordered to Federal Active Duty as a member of the California National Guard and serves honorably on or after 8 August 1990 in support of a declared operational mission, such as Operation Northern/Southern Watch, Allied Force, etc. Tour length will be a minimum of 10 days.

5.6.2. The application for the award, indicating the following, will be forwarded to the Military Personnel Flight, ATTN: DPMAA.

5.6.2.1. Unit of assignment.

5.6.2.2. Dates of duty.

5.6.2.3. Length of active Federal service.

5.6.3. The applicant shall have the burden of proof concerning their military service.

5.6.4. A moired silk ribbon bar composed of two outside stripes of blue (13/32 inch), the center containing 5 golden yellow and 4 blue stripes of equal (1/16 inch) width.

5.6.5. The wing/group commanders are the approval authority for this ribbon. Units will publish permanent orders for qualified individuals. A field grade officer will present this award at a minimum.

5.7. STATE SERVICE RIBBON (CASSR).

5.7.1. A State Service Ribbon may be presented by the Adjutant General to each person who after 1 July 1963, honorably serves on active duty with the state during a period of emergency declared by the Governor or while the United States is engaged in war as defined in Section 18, Military and Veterans Code, State of California.

5.7.2. Orders published by this headquarters will announce the participating organization/units and the period of the emergency. Commanders will award the CASSR to qualified individuals. Announcement of individual awards will be made by the publication of appropriate orders by the headquarters concerned.

5.7.3. The CASSR or devices may be obtained by submitting one copy of the unit order for each individual qualified for the award to this headquarters, ATTN: DP.

5.7.4. A moired silk ribbon bar composed of equal 1/2 inch stripes of red, blue, and golden yellow. The ribbon is worn with the red stripe to the right of the wearer.

5.7.5. The first award is the basic ribbon. Diamond shaped devices will be awarded to denote subsequent awards as follows:

5.7.5.1. A bronze device will be awarded for each of the second, third and fourth award.

5.7.5.2. A silver device will be awarded for the fifth award and replace previously awarded bronze devices. An additional silver device will be awarded for the 10th, 15th, and 20th award.

5.7.5.3. A gold device will be awarded for the 25th award to replace the previously awarded silver/bronze devices.

5.7.6. This headquarters is the approval authority for the State Service Ribbon. Company Grade Officers may present this award.

5.8. NCO ACADEMY RIBBON (CANCOAR).

5.8.1 Previously known as the "NCO Education Ribbon". This award was presented to individuals who graduated from a NCO Academy on or after Jan 1971. This ribbon was discontinued in 1983. However, all previous awards may still be worn.

5.8.2. A moired silk ribbon bar composed of stripes, golden yellow (1/16 inch), blue (3/8 inch), golden yellow (3/8 inch), blue (3/8 inch), and golden yellow (1/16 inch).

5.9. DRILL ATTENDANCE RIBBON (CADAR).

5.9.1. A CADAR will be awarded annually to an individual who attends all ordered unit training assemblies and 15 days annual training. Only service in the California National Guard will qualify the member for this award. The individual must be an active member continuously during the calendar year.

Constructive credit, as defined in paragraph 1-4e of this regulation, will be applied toward qualification for the award. AGR personnel assigned to a unit are eligible for the drill attendance ribbon.

5.9.2. The ribbon is predominately white with four 1/4 inch vertical blue stripes, three 1/4 inch white stripes and two 1/8 inch white stripes on each edge.

5.9.3. The first award is the basic ribbon. Stars will be awarded to denote subsequent awards.

5.9.3.1. A bronze star will be awarded for each second, third, and fourth award.

5.9.3.2. A silver star will be awarded for the fifth device to replace the previously awarded bronze stars.

5.9.3.3. A silver star will be awarded for the 10th and 15th devices.

5.9.3.4. A gold star will be awarded for the 20th device to replace the previously awarded silver stars.

5.9.3.5. One silver star will be added for the 25th device and a second silver star for the 30th device.

5.9.3.6. Two gold stars will be awarded for the 35th device and a third gold star will be added for the 40th device.

5.9.4. Wing/group commanders will award this ribbon after screening the individuals records. Permanent orders may be published by the wing/group concerned. Field grade officers may present this award.

CHAPTER 6

CALIFORNIA UNIT AWARDS

6.1. GOVERNOR'S OUTSTANDING UNIT CITATION (CAOUC).

6.1.1. Also awarded in the past as The Governor's Outstanding Unit Award (CAOUA). The Governors Outstanding Unit Citation is intended to foster unit morale and to provide incentive and Esprit de Corps by recognizing those units which distinguish themselves by outstanding achievement clearly and distinctly above that of similar units of the National Guard. Only 10% of the units assigned to the California Air National Guard may be recognized during the qualifying year by this unit award. Subordinate units will not share in this award.

6.1.2. During the month of October each year, commanders are responsible for conducting a review of the achievements of their unit and the subsequent nomination, if they are meeting or exceeding the standards established below:

6.1.2.1. Report an assigned strength of 95% of Unit Manning Document (UMD) strength on the end-of-month strength report for eight or more months during the qualifying year (1 October to 30 September).

6.1.2.2. Maintain an average unit training assembly attendance of 95% of assigned paid strength during the qualifying year.

6.1.2.3. Achieve a rating of at least Satisfactory on the last Operational Readiness Inspection, Unit Effectiveness Inspection, or similar inspection; with no unsatisfactory rating in any functional sub-area of the report.

6.1.2.4. Attain the unit readiness training level objective prescribed for the qualifying year. Achievement of this objective will be verified by the Annual Readiness Training Evaluation received by HQ CA ANG/CCE and may not reflect any significant training deficiencies notwithstanding an overall satisfactory rating.

6.1.3. Wing/Group Headquarters will review the accomplishments of their subordinate units and the commander will personally indorse each recommendation, providing comments to aid in making a final determination. Each unit recommended must be prepared separately and on its own merits.

6.1.4. Each nomination submitted will indicate the number of unit personnel qualified to receive this award to include whether it is the 1st or subsequent award.

6.1.5. All packages will be forwarded to HQ CA ANG/DP for boarding and approval, no later than 1 December. All packages will include a completed worksheet (see attachment 3).

6.1.6. Units selected for the award will be announced by orders from this headquarters. Each individual assigned to the unit, during the qualifying year, receiving the citation for which the award was presented is authorized permanent wear IAW para 1-4s. Attached members will be announced by letter from the unit commander certifying the award.

6.1.7. Separate orders may be published by the Wing/Group Headquarters to announce those unit members eligible to wear the award. Temporary wear for ANG personnel is not authorized.

6.1.8. Components of the award include:

6.1.8.1. Unit Guidon Streamer indicating the year in which awarded.

6.1.8.2. Certificate (CAL NG Form 672-8).

6.1.8.3. Individual ribbon or device (ANG members do not wear the gold frame, however prior awardings of this citation may have included the frame).

6.1.9. The ribbon is predominately gold in color with narrow 1/8 inch blue bands located 1/4 inch from each edge and mounted in a gold frame when worn by CAL ARNG personnel.

6.1.10. No more than one ribbon is awarded to any individual. For each succeeding award, a bronze oak leaf cluster is awarded.

6.2. COMMANDING GENERAL'S MERITORIOUS UNIT CITATION (CACGMUC).

6.2.1. The Commanding General's Meritorious Unit Citation was awarded to units who distinguished themselves by meritorious achievement or service. This citation was discontinued in 1983. However, previous awards issued may continue to be worn.

6.2.2. A moired silk ribbon bar composed of equal 1/2 inch bands; blue, white, and blue.

6.2.3. No more than one ribbon was awarded to any individual. For each succeeding award, a bronze oak leaf cluster was awarded.

CHAPTER 7

LETTERS OF COMMENDATION AND APPRECIATION, AND OTHER RECOGNITION

7.1. LETTERS OF COMMENDATION AND APPRECIATION.

7.1.1. Acts or services which do not meet the standards required for decorations in this regulation may be recognized by one of the following certificates/awards, based upon the acts or services performed. The Order of precedence is shown below.

7.1.2. The Certificate of Meritorious Service (CNG Form 672-13): This award is designed for award to members of the California National Guard who have distinguished themselves by meritorious service in connection with their membership in the California National Guard.

7.1.3. The Adjutant General's Honor Award (CNG Form 672-10): This award is presented in recognition of devoted and valuable service rendered to the California National Guard.

7.1.4. The Air National Guard Certificate of Appreciation: This award is presented to members of the California National Guard who have contributed their time and efforts toward the betterment of the California Air National Guard.

7.1.5. Letters of Commendation. A Letter of Commendation may be presented to an individual for specific achievements or accomplishments. A copy of the letter will be placed in the individual's personnel file. These letters will be typed on organizational letterhead and will not contain formal printing, seals, or other distinguishing features of individuals.

7.1.6. Letters of Appreciation. A Letter of Appreciation may be presented to an individual or group of individuals who have performed service to the California National Guard. A copy of this letter is placed in the individual's personnel file. These letters will be typed on letterhead paper and will not contain formal printing, seals, or other distinguishing features.

7.2. PROCESSING PROCEDURES.

7.2.1. The Certificate of Meritorious Service and The Adjutant General's Honor Award will be requested from this Headquarters, ATTN: HQ CA ANG/DP, and will be supported by evidence of the type of support rendered. A recommended citation will be included.

7.2.2. The Air National Guard Certificate of Appreciation, and letters of Commendation/Appreciation may be awarded at unit level. Requests for a stocked supply of the Air National Guard Certificate of Appreciation (CA ANG Form 14) will be submitted to this headquarters through PDO channels.

7.3. MEMORIAL MEDAL. A Memorial Medal may be presented to the next-of-kin of any person who, as an officer, or enlisted member of the California Air National Guard is killed in the service of the State or United States. Upon notification of this Headquarters ATTN: HQ CA ANG/DP, a Memorial Medal will be issued to the deceased member's commander for presentation to the next-of-kin. The medal will not be presented if the cause of death was due to misconduct. The medal is a replica of the Great Seal of the State of California (with space on the reverse for engraving) and suspended from a drape ribbon. The ribbon is black with a gold border.

7.4. ORDER OF THE FOUNDERS AND PATRIOTS OF AMERICA AWARD (OFFPA).

7.4.1. This award will be presented annually to the best CA ANG organization commanded by a Brigadier General or Colonel. The award is intended to improve morale, develop Esprit De Corps, and encourage healthy competition among organizations of the California National Guard. The criteria for selection will be based on:

7.4.1.1. Excellence of overall performance.

7.4.1.2. Quality of leadership within an organization.

7.4.1.3. Status of organizational readiness.

7.4.2. The award consists of a suitably engraved trophy which will be retained by the winning unit until a successor is announced, and a large certificate engrossed with the proper inscription and suitably framed for presentation and permanent retention by the winning unit.

7.4.3. The administrative procedures are as follows:

7.4.3.1. By 1 December of each year, CA ANG organizations commanded by a Brigadier General or Colonel will submit to the Deputy Adjutant General - Air, a one page letter covering the accomplishments of their organizations for the past Training Year (1 October to 30 September). To assist the DAG in selecting a nominee, the letter should address such aspects as: strength, retention rate, AWOL rate, Federal/State awards presentation rate, community involvement, participation in JTX's, etc..

7.4.3.2. By 1 January the Deputy Adjutant General - Air, will submit to TAG the nominee to receive the award.

7.4.3.3. By 15 January TAG will announce the winners.

7.4.3.4. The presentation will be made during the annual commander's conference in February each year.

7.5. NONCOMMISSIONED OFFICER CREED CERTIFICATES.

7.5.1. A CA ANG Form 2, Chief Master Sergeant Creed, will be accomplished by Headquarters, California Air National Guard for each member of the California Air National Guard upon his/her promotion to the rank of Chief Master Sergeant. Certificates will not be back issued. They are signed by The Adjutant General and the Commander, California Air National Guard; and will be presented at the ceremony recognizing the individuals promotion.

7.5.2. A CA ANG Form 2a, Noncommissioned Officer Creed, may be accomplished for each member of the California Air National Guard by their unit upon each promotion from Staff Sergeant through Senior Master Sergeant. Certificates will not be back issued. The unit commander is the office of primary responsibility for these certificates and their issue is at his or her discretion. Supplies of the noncommissioned Officer Creed Certificates may be ordered through PDO channels from this headquarters.

7.6. SERVICE RECOGNITION. A NGB Form 35 will be completed for each member of the California Air National Guard by their servicing MPF when they meet the requirements of ANGR 35-02, Service Recognition.

BY ORDER OF THE GOVERNOR

DANIEL J. GIBSON
Maj Gen, CA ANG
Commander

Attachments

1. Order of Precedence
2. Special Guidance for State
 Decoration Recommendations
3. Worksheet

Attachment 1

ORDER OF PRECEDENCE

1. All Federal and Foreign Awards and Decorations take precedence to state awards. Use AFVA 900-2 for the proper placement of Federal and Foreign Awards. California State Awards and decorations worn by members of the California National Guard will be worn with precedence over those of other states. This regulation authorizes the wear of Awards and Decorations awarded while members of the California National Guard by other states.

2. The following is the order of precedence among California Awards and Decorations for Air National Guard members:

- 2.1. Medal of Valor
- 2.2. Military Cross
- 2.3. Order of California
- 2.4. Medal of Merit
- 2.5. California Commendation Medal
- 2.6. Governor's Outstanding Unit Citation
- 2.7. Governor's Outstanding Unit Award
- 2.8. Commanding General's Meritorious Unit Citation
- 2.9. California Good Conduct Medal
- 2.10. California Service Medal
- 2.11. Enlisted Trainers Excellence Award Ribbon
- 2.12. Enlisted Excellence Ribbon
- 2.13. California Recruiting Achievement Ribbon
- 2.14. California National Guard Federal Service Ribbon
- 2.15. State Service Ribbon
- 2.16. NCO Academy Ribbon
- 2.17. Drill Attendance Ribbon

Attachment 2

SPECIAL GUIDANCE FOR STATE DECORATION RECOMMENDATIONS

1. Recommendations for the Medal of Valor, Military Cross must have the following supporting documents:

- 1.1. A written narrative that describes the event/act that the individual is being recommended for. This narrative cannot exceed one page in length.
- 1.2. A written proposed citation. This citation can not exceed 9 lines total. The suggested opening and closing sentences are listed in paragraph 4 below.
- 1.3. A witness statement from at least one individual. Statements of eyewitnesses, preferably in the form of certificates, affidavits, or sworn statements, extracts from official records, sketches, maps, diagrams, photographs, news media, etc., will be attached to support and amplify stated facts.
- 1.4. Wing/Group Commander indorsement/transmittal letter.

2. Recommendations for the Order of California must have the following supporting documents:

- 2.1. Completed CNG Form 672-14.
- 2.2. Biography.
- 2.3. A written narrative not to exceed 1 typewritten page.
- 2.4. Wing/Group Commander indorsement/transmittal letter.

3. Recommendations for the Medal of Merit or the California Commendation Medal must have the following supporting documents:

- 3.1. Completed CNG Form 672-14.
- 3.2. Commander indorsement/transmittal letter.

4. The following are recommended opening and closing sentences:

- 4.1. Opening sentence. "For exceptionally meritorious service (outstanding achievement, an act of courage, etc.) from _____ to _____ (duty assignment, and office location) OR (while assigned to (office location))."
- 4.2. Closing sentence. "His/her actions are in keeping with the highest traditions of the military service and reflect credit upon himself/herself, the California Air National Guard, and the State of California."

Attachment 3

WORKSHEET CA OUTSTANDING UNIT AWARD

Complete the worksheet by circling the answer or filling in the blank. (Reference: CA ANGI 36-2803)

1. Unit strength at or above 95% for eight or more months during the fiscal year:
Yes / No. Number of months above 95%? _____
2. Unit strength total (year-end strength) as of 30 September: _____.
Percentage as of 30 September: _____.
3. Average UTA attendance of 95% or higher of assigned paid strength during qualifying year: Yes / No.
4. Average UTA attendance figures during the qualifying year: _____%.
5. Unit rating after your last inspection (ORI, UEI, HIS, ECAMP or similar inspection)
Outstanding, Excellent, Satisfactory Passed.
6. Was unit readiness training level achieved (with no significant deficiencies noted):
Yes / No. (HQ CA ANG/CCE).
7. Unit training level achieved _____%. (HQ CA ANG/CCE)
8. Unit's first award of the CA Outstanding Unit Award: Yes / No.
9. Subsequent award number (second, third, fourth and etc.): _____.
10. Number of personnel qualified to receive this award: _____.

Worksheet was completed for the _____ by _____. DSN is _____.
(Unit) (Rank/Name) (Number)